

Fee Correction



About the Business & Professional Associations Fee

Alongside our spring 2018 general elections, members of the Capilano Students' Union declared in the Faculty of Business and Professional Studies voted in favour of a new student society fee, which would see students in the Faculty of Business and Professional Studies pay a fee of \$1.99 per credit for all credits taken. It would be paid by declared students irrespective of the faculties housing their credit courses.

This fee would fund ongoing resources and professional support to student groups organized by members in the Faculty of Business and Professional Studies.

There's been an error in the assessment of the fee

Unfortunately, due to an error, instead of assessing the fee to all courses taken only by students declared in the Faculty of Business and Professional Studies, the fee has instead been assessed to any student taking a course offered by the Faculty of Business and Professional Studies (e.g., if a student declared in an Arts and Sciences degree program takes a business course, they would be assessed the fee).

When we became aware of the error, we began discussions with the university to correct the fee model, and introduced this fee correction process to ensure that we can return any incorrectly assessed and collected fees from members.

Processing fee corrections

If you are not declared in the Faculty of Business and Professional Studies, but took a course housed within that faculty (such as a business course), you may have been incorrectly assessed the business and professional associations fee. Please check your student account and, if it appears that you paid this fee, please complete the form on the reverse side and return it to the desk in the Members Centre (Library 195) during business hours so that we can prepare a fee correction cheque for you. You can also send a scanned copy of your completed application to feecorrection@csu.bc.ca.

Please note that we may need up to five (5) business days to review your application. Cheques are then mailed to the mailing address that you provide on your application.

Unfortunately, we are unable to administer the fee correction process directly through your student account, as the Capilano Students' Union is a separate organization from the university without access to the student information system.

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Please include a print-out of your student account for the corresponding semester(s).

Full name (as it appears on your Capilano University ID)	
Student number	
Email address	
Mailing address (Please include your postal code!)	
Are you declared in the Faculty of Business and Professional Studies? (Students who are declared in the Faculty of Business and Professional Studies are not eligible for fee corrections, as they are supposed to be paying this fee.)	I confirm that I am not declared in the Faculty of Business and Professional Studies
For which semester(s) are you applying for a fee correction?	FALL 2018 SPRING 2019
What is the amount that that you paid) for the Business and Professional Associations Fee?	\$____.____
I, the above-named member of the Capilano Students' Union, do hereby certify that the above information is complete and accurate to the best of my knowledge.	
Student's signature	
Date of signature	
Received by Members Centre (must be signed by CSU support staff)	1) Form completed? 2) Student accounts included?
Verified by CSU Office (must be signed by director, policy)	
Authorized for payment (must be signed by executive director)	